

^ Accounting Allocations

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	EPAR03HS	17 SF1HS	WKC.2017.T.03W.303DC6.ME030300.	1,629.87	33.30 %
	EPAR06SF	17 Harvey Relief Crossfunding	WKC.20162017.BR.06LOX13.303DC6.H001.	3,264.55	66.70 %

^ Totals and Travel Advances

Total Reimbursable: 4,894.42

Disbursement Type	Amount
Total Expenses	4,894.42
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	3,686.55
Pay To Traveler	1,207.87

^ Trip Comments

Comments

^ Document Status

Current Status: AUTHORIZED

Awaiting: CHARLES LEBLOND

for Status: VO

Document Routing

Name	Status	Level
CHARLES LEBLOND	VOUCHER APPROVED	25
SAMUEL FITZPATRICK	VOUCHER APPROVED	25
ANGELA COX	VOUCHER APPROVED	25
SARAH WILLIAMS	VOUCHER APPROVED	25
SHAUN PENNINGTON	VOUCHER APPROVED	25
JEANNA POWERS	VOUCHER APPROVED	25
JASON RUEHL	VOUCHER APPROVED	25
KATHRYN SULLENDER	VOUCHER APPROVED	25
STEVE TURNER	VOUCHER APPROVED	25

Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks
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			Reason Desc
09/20/2017 10:32:54 AM	AUTHORIZED	BURNS, FRANCIS X	**AUTO SIGNATURE WAS APPLIED**
09/19/2017 1:06:35 PM	SIGNED	WAGNER, CHRISTINE K	**AUTO SIGNATURE WAS APPLIED**
09/18/2017 1:00:28 PM	PREPARED	SAIA, CARMELLA	**AUTO SIGNATURE WAS APPLIED**
09/18/2017 9:43:33 AM	CREATED	WAGNER, CHRISTINE K	NEW DOCUMENT VCH155128 (TAA04XMS)

Document Adjustments

Level	Date	Time	Adjustor	Remarks
1			**	

		Lodging-PerDiem				
09/14/2017	M&IE	M&IE-PerDiem	59.00	PERSONAL	Yes	
09/15/2017	M&IE	M&IE-PerDiem	44.25	PERSONAL	Yes	
09/18/2017	TDY Voucher Fee	Transaction Fees	14.75	GOVCC		

Receipts


Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 2,764.25

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
✓			08/28/17	64.00	135.00	135.00	48.00	48.00					
✓			08/29/17	64.00	135.00	135.00	64.00	64.00					
✓			08/30/17	64.00	135.00	135.00	64.00	64.00					
✓			08/31/17	64.00	135.00	135.00	64.00	64.00					
✓			09/01/17	59.00	125.00	125.00	59.00	59.00					
✓			09/02/17	59.00	125.00	125.00	59.00	59.00					
✓			09/03/17	59.00	125.00	125.00	59.00	59.00					
✓			09/04/17	59.00	125.00	125.00	59.00	59.00					
✓			09/05/17	59.00	125.00	125.00	59.00	59.00					
✓			09/06/17	59.00	125.00	125.00	59.00	59.00					
✓			09/07/17	51.00	0.00	0.00	51.00	51.00					
✓			09/08/17	51.00	0.00	0.00	51.00	51.00					
✓			09/09/17	51.00	0.00	0.00	51.00	51.00					
✓			09/10/17	51.00	0.00	0.00	51.00	51.00					
✓			09/11/17	59.00	99.00	99.00	59.00	59.00					
✓			09/12/17	59.00	99.00	99.00	59.00	59.00					
✓			09/13/17	59.00	99.00	99.00	59.00	59.00					
✓			09/14/17	59.00	99.00	99.00	59.00	59.00					
✓			09/15/17	59.00	0.00	0.00	44.25	44.25					

Accounting Total: 4,894.42

			M&IE- PerDiem			
	09/10/2017	Lodging	Lodging- PerDiem	0.00	GOVCC	Yes
	09/10/2017	M&IE	M&IE- PerDiem	51.00	PERSONAL	Yes
	09/11/2017	Baggage Fees	Misc Expense	25.00	GOVCC	
⚠	Default Payment Method for this expense is not being used. Please verify for accuracy.					
	09/11/2017	Gas- Rental/Govt Car	Misc Expense	19.25	GOVCC	
⚠	Default Payment Method for this expense is not being used. Please verify for accuracy.					
	09/11/2017	Hotel Tax (CONUS Only)	Hotel Tax	15.86	GOVCC	
	09/11/2017	Lodging	Lodging- PerDiem	99.00	GOVCC	Yes
	09/11/2017	M&IE	M&IE- PerDiem	59.00	PERSONAL	Yes
	09/11/2017	Parking	Misc Expense	100.00	GOVCC	
⚠	Default Payment Method for this expense is not being used. Please verify for accuracy.					
⚠	Expense is over threshold.					
	09/11/2017	 Rental Car	Rental Car	731.18	GOVCC	
⚠	You have exceeded the daily expense threshold for this expense.					
⚠	Expense is over threshold.					
⚠	This expense was not estimated on the authorization. Please verify for accuracy.					
Comments: Conf Num: GGVT003696AD Cmt:						
	09/12/2017	Hotel Tax (CONUS Only)	Hotel Tax	15.86	GOVCC	
	09/12/2017	Lodging	Lodging- PerDiem	99.00	GOVCC	Yes
	09/12/2017	M&IE	M&IE- PerDiem	59.00	PERSONAL	Yes
	09/13/2017	Hotel Tax (CONUS Only)	Hotel Tax	15.86	GOVCC	
	09/13/2017	Lodging	Lodging- PerDiem	99.00	GOVCC	Yes
	09/13/2017	M&IE	M&IE- PerDiem	59.00	PERSONAL	Yes
	09/14/2017	Hotel Tax (CONUS Only)	Hotel Tax	15.86	GOVCC	
	09/14/2017	Lodging		99.00	GOVCC	Yes

Misc
Expense

▲ Default Payment Method for this expense is not being used. Please verify for accuracy.

09/05/2017	Hotel Tax (CONUS Only)	Hotel Tax	21.25	GOVCC	
09/05/2017	Lodging	Lodging- PerDiem	125.00	GOVCC	Yes
09/05/2017	M&IE	M&IE- PerDiem	59.00	PERSONAL	Yes
09/05/2017	Parking	Misc Expense	31.39	GOVCC	

▲ Default Payment Method for this expense is not being used. Please verify for accuracy.

09/05/2017	Travel Fee	Com. Carrier	34.30	GOVCC	
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Comments: LB ATRS Domestic w-Air-Rail

09/06/2017	Hotel Tax (CONUS Only)	Hotel Tax	21.25	GOVCC	
09/06/2017	Lodging	Lodging- PerDiem	125.00	GOVCC	Yes
09/06/2017	M&IE	M&IE- PerDiem	59.00	PERSONAL	Yes
09/06/2017	Parking	Misc Expense	31.39	GOVCC	

▲ Default Payment Method for this expense is not being used. Please verify for accuracy.

09/07/2017	Gas- Rental/Govt Car	Misc Expense	32.81	GOVCC	
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▲ Default Payment Method for this expense is not being used. Please verify for accuracy.

09/07/2017	Laundry/Dry Cleaning	Misc Expense	6.00	PERSONAL	
09/07/2017	Lodging	Lodging- PerDiem	0.00	GOVCC	Yes
09/07/2017	M&IE	M&IE- PerDiem	51.00	PERSONAL	Yes
09/07/2017	Supplies	Misc Expense	34.47	PERSONAL	

▲ Please itemize this expense.

Comments: Grease Markers to indicate "Orphan Containers".

09/08/2017	Lodging	Lodging- PerDiem	0.00	GOVCC	Yes
09/08/2017	M&IE	M&IE- PerDiem	51.00	PERSONAL	Yes
09/09/2017	Lodging	Lodging- PerDiem	0.00	GOVCC	Yes
09/09/2017	M&IE		51.00	PERSONAL	Yes

09/01/2017	M&IE	M&IE-PerDiem	59.00	PERSONAL	Yes
09/01/2017	Parking	Misc Expense	25.00	PERSONAL	
09/02/2017	Gas-Rental/Govt Car	Misc Expense	23.51	PERSONAL	
09/02/2017	Hotel Tax (CONUS Only)	Hotel Tax	21.25	GOVCC	
09/02/2017	Laundry/Dry Cleaning	Misc Expense	6.00	PERSONAL	
09/02/2017	Lodging	Lodging-PerDiem	125.00	GOVCC	Yes
09/02/2017	M&IE	M&IE-PerDiem	59.00	PERSONAL	Yes
09/02/2017	Parking	Misc Expense	31.39	GOVCC	
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.					
09/03/2017	Gas-Rental/Govt Car	Misc Expense	15.60	GOVCC	
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.					
09/03/2017	Hotel Tax (CONUS Only)	Hotel Tax	21.25	GOVCC	
09/03/2017	Lodging	Lodging-PerDiem	125.00	GOVCC	Yes
09/03/2017	M&IE	M&IE-PerDiem	59.00	PERSONAL	Yes
09/03/2017	Parking	Misc Expense	31.39	GOVCC	
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.					
09/04/2017	Gas-Rental/Govt Car	Misc Expense	28.50	GOVCC	
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.					
09/04/2017	Gas-Rental/Govt Car	Misc Expense	25.00	GOVCC	
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.					
09/04/2017	Hotel Tax (CONUS Only)	Hotel Tax	21.25	GOVCC	
09/04/2017	Lodging	Lodging-PerDiem	125.00	GOVCC	Yes
09/04/2017	M&IE	M&IE-PerDiem	59.00	PERSONAL	Yes
09/04/2017	Parking		31.39	GOVCC	

		Hotel Tax (CONUS Only)				
08/28/2017	Lodging	Lodging-PerDiem	135.00	GOVCC	Yes	
08/28/2017	M&IE	M&IE-PerDiem	48.00	PERSONAL	Yes	
08/28/2017	Parking	Misc Expense	34.64	PERSONAL		
08/28/2017	Travel Fee	Com. Carrier	34.30	GOVCC		
Comments: LB ATRS Domestic w-Air-Rail						
08/29/2017	Hotel Tax (CONUS Only)	Hotel Tax	20.60	GOVCC		
08/29/2017	Lodging	Lodging-PerDiem	135.00	GOVCC	Yes	
08/29/2017	M&IE	M&IE-PerDiem	64.00	PERSONAL	Yes	
08/29/2017	Parking	Misc Expense	34.64	GOVCC		
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.						
08/30/2017	Hotel Tax (CONUS Only)	Hotel Tax	20.60	GOVCC		
08/30/2017	Lodging	Lodging-PerDiem	135.00	GOVCC	Yes	
08/30/2017	M&IE	M&IE-PerDiem	64.00	PERSONAL	Yes	
08/30/2017	Parking	Misc Expense	34.64	GOVCC		
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.						
08/31/2017	Hotel Tax (CONUS Only)	Hotel Tax	20.60	GOVCC		
08/31/2017	Lodging	Lodging-PerDiem	135.00	GOVCC	Yes	
08/31/2017	M&IE	M&IE-PerDiem	64.00	PERSONAL	Yes	
08/31/2017	Parking	Misc Expense	34.64	GOVCC		
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.						
09/01/2017	Gas-Rental/Govt Car	Misc Expense	12.25	GOVCC		
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.						
09/01/2017	Hotel Tax (CONUS Only)	Hotel Tax	21.25	GOVCC		
09/01/2017	Lodging	Lodging-PerDiem	125.00	GOVCC	Yes	

Document Summary for VCH155128

Traveler

Traveler ID: 00005998

Traveler Name: CHRISTINE WAGNER

Organiz:

^ Document Information

Travel Dates: 08/28/2017 - 09/15/2017

Currency: U.S. Dollar

Type: TE

TA Num: TAA04XMS

Document ID:

Purpose: 9-OTHER TRAVEL

Location Type: CONUS

Document Details: Emergency response to Houston Flooding. Travel by air. Travel to VA Beach, VA to instruct Response Training. GSA car.

Alert	Trip No.	Location Purpose	Itinerary Location	From	To	Per Diem Rates	Estimated Cost
	1	9-OTHER TRAVEL	DALLAS, TX	08/28/17	09/01/17	135.00 / 64.00 (06/01/17-09/30/17)	4894.42
	1	9-OTHER TRAVEL	HOUSTON, TX	09/01/17	09/07/17	135.00 / 59.00 (10/01/16-09/30/17)	4894.42
	1	9-OTHER TRAVEL	PORT ARTHUR, TX	09/07/17	09/11/17	91.00 / 51.00 (10/01/16-09/30/17)	4894.42
	1	3-TRAINING TRAVEL	VIRGINIA BEACH, VA	09/11/17	09/15/17	99.00 / 59.00 (09/01/17-09/30/17)	4894.42

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
COMM-CARR	American Airlines	8/28/2017 4:35:00 PM EST	368.40		1003430367	08/28/2017 19:05	450.450012 lbs CO2	CHRISTINE K WAGNER
RENTAL	Advantage	8/28/2017 4:35:00 PM EST	625.10		1003430367	08/28/2017 21:17	N/A	CHRISTINE K WAGNER
COMM-CARR	American Airlines	8/28/2017 4:35:00 PM EST	0.00		1003430367	09/11/2017 14:30	450.450012 lbs CO2	CHRISTINE K WAGNER

^ Expenses

Total Per Diem Expenses: 2,764.25

Total Non-Per Diem Expenses: 2,130.17

Details	Alert	Receipts	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
			08/28/2017	✈	Airline Flight	Com. Carrier	368.40	GOVCC	
			08/28/2017		Baggage Fees	Misc Expense	25.00	GOVCC	
<p>⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.</p> <p>⚠ The Payment Method selected does not match the Payment Method approve on the Authorization.</p>									
			08/28/2017		Hotel Tax		20.60	GOVCC	